

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 11 December 1956

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report, 5 December - 11 December 1956

1. Significant Items:

Nothing to report.

2. Other Activities:

a. IO#4 ended on Friday, 7 December 1956. Seventy-one persons completed the course and the student comments were again favorable. Two areas of minor weakness were detected. As a result of the comments work has been started to improve them.

b. A meeting of the staff of Introduction to Intelligence was held on Friday, 7 December, to organize more efficient procedures for handling the final administration of the course. These procedures were used on Friday afternoon and resulted in the saving of approximately fifteen minutes. In addition, the checking of handouts by the Training Assistant was somewhat facilitated by the new procedures.

c. A meeting of the staff of Introduction to Intelligence was held on Tuesday, 11 December, to discuss further plans for scheduling of IO#5 which begins in January 1957. Several changes are in mind and require only the solving of administrative details before being put into effect.

d. Messrs. [redacted] met on Wednesday, 5 December, to discuss future responsibility for the Intelligence Products Exhibit. Mr. [redacted] accepted the assignment to under-study Mr. [redacted] with a view toward assuming complete responsibility for the Exhibit beginning in March or April 1957.

e. The response by the Supply & Services Section to the memo recorded in the previous weekly activities report has been most gratifying. Necessary approvals for the construction of the non-classified storage area in the north wing of the auditorium stage have been received and we hope that this area will be ready for use by the beginning of IO#5.

25 YEAR RE-REVIEW

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f. The long awaited painting of offices of the staff of IO was begun on Friday, 7 December.

g. Preliminary discussions have been held on the subject of classroom utilization and requests for additional space for the period of January and February 1957. At the moment it appears that we will not have serious problems during these two months.

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h. Mr. [ ] is spending one-half of each day as a student in the Basic Management course.

i. The staff of Introduction to Intelligence, accomplished furniture movers by long experience, have agreed to contribute their know-how to the preparation for the annual business meeting of OTR on 20 December 1956.

3. Personnel Notes:

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a. Miss [ ] was on sick leave Friday, 7 December.

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b. Mrs. [ ] reports that there really is a Santa Claus. She has received word that Jack is expected home in time for Christmas.



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